PROBATION OFFICER TESTING INFORMATION

Probation Officer applicants must pass two requirements to become a Probation Officer with the Georgia Department of Corrections. The first is the WorkKeys Assessment, which will be used as a pre-screen tool to evaluate applicants. Applicants must supply this test score with their application in order to apply for any Probation Officer job. After a person interviews and is selected for employment as a Probation Officer, they will have to satisfy the requirements of the POST Entrance Examination (see below for more information on the POST Exam).

WORKKEYS ASSESSMENT

Probation Officer applicants must take the WorkKeys Assessment (formerly known as Work Ready) and score at the Silver level or higher to be considered for employment opportunities. This Assessment is administered through the National Career Readiness Certificate Program (ACT) and is offered at various Technical Colleges of Georgia locations throughout Georgia. Test scores received under the Work Ready program remain valid and do not expire.

WorkKeys Assessment Test Location

Test location information can be obtained by visiting [www.act.org/workkeys/locations.html](http://www.act.org/workkeys/locations.html) and typing in your zip code or other location information. Select a test location to find contact information and testing locations available in your area.

The Technical Colleges charge a fee to take the WorkKeys assessment, which is usually $35.00. If asked, you are taking the Applied Mathematics, Reading for Information and Locating Information portions of the WorkKeys assessment.

Criminal Justice Exam – The Criminal Justice exam is no longer available through the State Personnel Administration. Therefore, as of July 1, 2012, only WorkKeys/Work Ready Assessment scores will be accepted.

WorkKeys Assessment scoring

Determination of the final score is based on the lowest score achieved on each of the three test components (Applied Mathematics, Reading for Information and Locating Information).

Examples:

Ex. RFI - 5, AM - 4, LI 3 Total = Bronze (3)
Ex. RFI - 4, AM - 5, LI - 5 Total = Silver (4)

The individual scores are what determine the final score, not which test you score highest or lowest.

You may visit [www.act.org/workkeys](http://www.act.org/workkeys) to view additional information on WorkKeys including practice test information.

WorkKeys Assessment exemptions

The following applicants will be exempt from taking the WorkKeys Assessment as a pre-qualifier to applying for a Probation Officer position with GDC:

- Applicants who have previously held a position as a Probation Officer for a minimum 12 month period with the Georgia Department of Corrections, remain in good standing with POST and have had less than a five (5) year break in service.
• Applicants who currently hold one of the following jobs and transfers to GDC without a break in service:
  
  Parole Officer (Pardons and Parole) or Juvenile Probation/Parole Specialist (Juvenile Justice)

If you have questions regarding the WorkKeys Assessment, please contact a member of the Employment Services Unit at (478) 992-5211.

**POST ENTRANCE EXAM**

Probation Officer applicants that are considering employment with GDC may also have to take and pass the POST Entrance Exam prior to hire. As indicated below, applicants may submit an ACT or SAT score in lieu of taking the POST Entrance Exam. However, if your ACT or SAT scores cannot be validated, or your scores are too low to convert, you will then be required to take the POST Entrance Exam. Please consult with the location to which you have applied to determine which action you will need to take to satisfy this requirement.

Effective January 1, 2009 the P.O.S.T. Council adopted the ASSET or COMPASS exam as the official POST Entrance Exam for law enforcement candidates. The ASSET or COMPASS exams are administered through the Technical College System of Georgia at various Technical Colleges throughout Georgia.

The COMPASS exam is a computer-based exam that provides immediate results. The ASSET exam is a paper and pencil version that will provide results in approximately 10 business days. Both of these exams measure reading, writing and numerical skills. Applicants obtaining a passing score on the POST Entrance Exam may be considered for POST certified positions within the Georgia Department of Corrections. Passing scores for the ASSET and COMPASS exam is as follows:

<table>
<thead>
<tr>
<th>Test Portion</th>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>38</td>
<td>70</td>
</tr>
<tr>
<td>Writing</td>
<td>35</td>
<td>32**</td>
</tr>
</tbody>
</table>

* POST does not require a passing score on the numerical portion of either of these exams. However, completion of the numerical portion is required by the testing location.
** Passing score as of January 2012

The Technical College charges a fee of $15 - $25 to take either of these exams. You must take a completed copy of the POST Entrance Examination Access Form with you to take the test. This form is located on the GDCJobs.com web site under Testing.

Applicants may also submit a transcript that contains their ACT or SAT test scores in order to convert these scores in lieu of taking the ASSET or COMPASS exam. The acceptable scores on the ACT or SAT are as follows:

<table>
<thead>
<tr>
<th>Test Portion</th>
<th>ACT</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal</td>
<td>18</td>
<td>430</td>
</tr>
<tr>
<td>Math</td>
<td>16</td>
<td>400</td>
</tr>
</tbody>
</table>

**STUDY GUIDES FOR THE ASSET OR COMPASS EXAM**

ASSET testing information is available at [www.act.org/asset/](http://www.act.org/asset/), click on the Download the ASSET Student Guide link to view test taking tips and sample test questions.

COMPASS testing information is available at [www.act.org/compass/](http://www.act.org/compass/), click on the Inside Information section For Students link to view test taking tips and sample test questions.

**POST ENTRANCE EXAM TESTING LOCATIONS**

POST Entrance Exam testing locations can be found in the Testing section at GDCJobs.com. You must take a completed copy of the POST Entrance Examination Access Form with you to take the test. This form is also located on the GDCJobs.com web site under Testing.

**NOTE:** Testing varies by location, please contact the test location directly to get testing information, directions, etc.